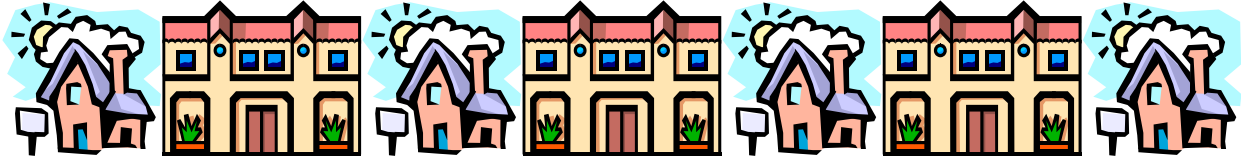




## KIRTLAND AFB - HOUSING REFERRAL HELPFUL INFO & LINKS



[www.kirtland.af.mil](http://www.kirtland.af.mil) (Housing Information Link)

On-base (privatized) [www.kirtlandfamilyhousing.com](http://www.kirtlandfamilyhousing.com) and Off-base Housing Information

AF Housing Town Hall Portal (only accessible from .mil site) [www.kirtland.af.mil](http://www.kirtland.af.mil) (extra-net, secure site)

Search for Local property Listings on KAFB Housing Referral Data Base (ACES) and Search BAH Rates

[www.pcsamerica.net](http://www.pcsamerica.net)

Choose State / Military Base / Local Military Info to post or search Free Classified Ads

[www.narpmalbuquerque.org](http://www.narpmalbuquerque.org) (National Assoc of Residential Property Managers, Albuquerque Chapter)

[www.aanm.com](http://www.aanm.com) (Apt Association of NM)

[www.nmrents.com](http://www.nmrents.com)

[www.apartmentguide.com](http://www.apartmentguide.com)

[www.forrent.com](http://www.forrent.com)

[www.yahoo.com](http://www.yahoo.com) (Real Estate to buy or rent)

[www.abqjournal.com](http://www.abqjournal.com)  
(Classified Ads – Rentals, Real Estate for Sale)

[www.swmls.com](http://www.swmls.com) (Sale and Rental Listings)

[www.ambr.org](http://www.ambr.org) (Housing Stats & SWMLS Public Site link)

### HOUSING REFERRAL DOCUMENTS & FORMS:

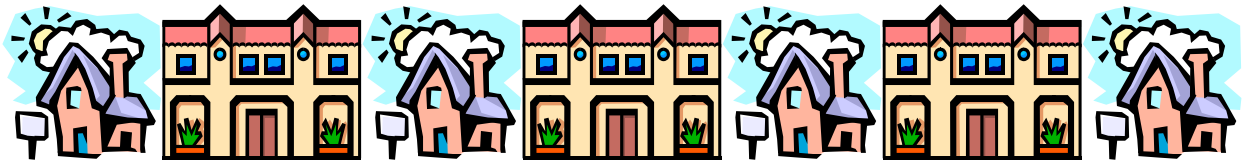
- Post a Rental/Sale Property Listing (Fillable form) **PDF**
- View Recommended Military Clause ([links to mil clause document](#))
- View Service Member's Civil Relief Act (SCRA), 2003 ([links to excerpt from Public Law 108-189](#))
- View NM Owner-Resident Relations Act, Article 8 ([links to NM Supreme Court for NM Statutes – Chapter 47 Property Law, Article 8 Owner Resident Relations](#))
- DD Form 1746 – Application for Assignment to Housing (**Fillable Form**) **PDF**
- View HMRO Quarterly Info Sheet ([links to document](#)) **PDF**

### ALBUQUERQUE CITY GOVERNMENT LINKS:

[www.cabq.gov](http://www.cabq.gov) (city gov & local area info)

[www.cabq.gov/police](http://www.cabq.gov/police) (Albuquerque Police Dept, crime stats, etc.)

External links are provided on this site for the convenience of our users. The appearance of an external hyperlink does not constitute endorsement of the web site, products, or services contained therein. We do not exercise any editorial control over the information a user may find at an external location.



To list your property with the KAFB Housing Management and Referral Office:

1. Read the instructions on the following page very carefully.
2. Complete the form.
3. Once the form has been completed, go to “File”, “Save As”, Name your file (we suggest you use the property address to name the file), then save to your hard drive or desk top and send us an email with this file as an attachment.
4. If you have difficulty doing the above, print out your form and fax it or mail it to our office using the following contact information:

MAILING ADDRESS

377 MSG/CEH  
2050 Wyoming Blvd., SE  
Kirtland AFB, NM 87117-5663

PHONE (COM): 505-846-8217/7937

PHONE (DSN): 246-8217/7937

FAX (COM): 505-846-7976

FAX (DSN): 246-7976

EMAIL: 377 MSG/CE Housing Webmaster@kirtland.af.mil

**PROCEDURES FOR LISTING SALE AND RENTAL PROPERTIES  
WITH  
KIRTLAND AFB HOUSING MANAGEMENT & REFERRAL OFFICE**

**Housing discrimination is against the law. The Federal Fair Housing Act is law and makes illegal any discrimination in the sale, lease or rental of housing based on race, color, religion, sex, handicap, familial status or national origin. Your submission of a rental or sale listing acknowledges your understanding of the Fair Housing Act and agreement to ensure your business practices are in compliance.**

**PROPERTIES MAY BE LISTED AS A RENTAL, SALE, OR RENTAL / SALE (DUAL LISTING).**

1. For rentals, **active duty military members** are advised to ask for a military clause in their lease agreement. The example below complies with the **Service Members Civil Relief Act (SCRA) of 2003** (mandated by federal law) and addresses the unique challenges faced by our military members and their families. We believe incorporating the clause below in residential rental contracts, will significantly reduce landlord-tenant disputes in certain military deployment and relocation situations, thereby reducing administrative, financial and legal cost to both parties.

**MILITARY CLAUSE:** Resident may terminate this contract by giving a 30-day written notice (prior to the next rent due date) and presenting any of the following:

- Permanent Change of Station (PCS) / Retirement / Separation Orders (Or Commander's Letter)
- Deployment Orders (Or Commander's Letter) \* *Deployments must be for 90-days or more* \*
- Letter from the proper base authority DIRECTING tenant to live on base (*this does not cover voluntarily moving into Military Family Housing*).

Exercise of this provision will **NOT** result in:

- Loss of the resident's rental deposit(s) or
- Repayment of any rental concession received by resident (except in resident's voluntary early termination, not associated with any of the above situations).
- Resident's obligation to pay an early termination fee (except in resident's voluntary early termination, not associated with any of the above situations).

2. Complete the Application for Listing Rental or Sales Properties form (2 pgs) *completely* and return to the Housing Management and Referral Office. This will create your listing in the database. **\*Note: NEW listings from licensed agents/brokers are limited to a maximum of 15 per company / or agent per week.** (please send property listings as you receive them, do not wait and send bulk listing applications, as this is a FREE service we provide with limited staffing.

3. To keep your listing active you should update (renew) your listing within 30 days of the initial listing or last update. Failure to update the listing results in the listing becoming inactive, and the information will **not** be available to personnel. Listings remaining inactive for more than **59-days** may be deleted from the database completely. To update a listing, please complete the update form and fax or call in the information on the form. We prefer you fax the form. Please notify this office when your property has rented or sold; rental listings will be in-activated and sale listings deleted at that time.

4. **PHOTO(S): Please see enclosed instructions for "How to" Display your Photo-flyer in our office! Photo-flyers will not be displayed without an active listing, and are not returned to the owner.**

5. Please direct any questions to the phone numbers and/or addresses below:

MAILING ADDRESS  
377 MSG/CEH  
2050 Wyoming Blvd., SE  
Kirtland AFB, NM 87117-5663

PHONE (COM): 505-846-8217/7937  
PHONE (DSN): 246-8217/7937  
FAX (COM): 505-846-7976  
FAX (DSN): 246-7976  
EMAIL: 377 MSG/CE Housing Webmaster@kirtland.af.mil

3 Attachments

1. Listing Application Form , 2 pages
2. Update Form (to renew a listing)
3. Photo/Flyer Information Sheet

APPLICATION FOR LISTING RENTAL OR SALES PROPERTIES AT KAFB HOUSING REFERRAL OFFICE

HOUSING DISCRIMINATION IS AGAINST THE LAW. THE FEDERAL FAIR HOUSING ACT IS LAW AND MAKES ILLEGAL ANY DISCRIMINATION IN THE SALE, LEASE OR RENTAL OF HOUSING BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN. I AGREE TO ABIDE BY THE FAIR HOUSING ACT.

Date Signed

Signature (or e-sign)

Please complete the following information. **INCOMPLETE LISTINGS MAY NOT BE PROCESSED!:**

St. Address \_\_\_\_\_ NW NE SW SE Ave Blvd Cir Ct Dr Ln Lp St  
(Select one) (Select one)

Apt # if applic \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Listing Date \_\_\_\_\_ Avail date \_\_\_\_\_ Listing Type: **RENTAL SALE RENTAL AND SALE**  
(Select one)

Point of Contact Name (First, Last): \_\_\_\_\_ Licensed Agent \_\_\_\_\_ Property Owner  
(Select one)

Agency Name (if contact person is with a real estate agency, brokerage or prop mgmt co.) \_\_\_\_\_

Phone # of contact person – Home: \_\_\_\_\_ Alternate/Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Selling Price \$ \_\_\_\_\_ Net Square Footage (excludes garage) +/- \_\_\_\_\_

# Full Baths \_\_\_\_\_ # 1/2 Baths \_\_\_\_\_ # 3/4 Baths \_\_\_\_\_ # Bedrooms \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ (may not exceed 1-month's rent, for any lease 1-yr or less in length)

Lease Length (min. mos) \_\_\_\_\_ Pets allowed: \_\_\_\_\_ On Approval \_\_\_\_\_ None \_\_\_\_\_ Pet Deposit \$ \_\_\_\_\_

Tenant pays: \_\_\_\_\_ Water \_\_\_\_\_ Sewer \_\_\_\_\_ Gas \_\_\_\_\_ Electricity \_\_\_\_\_ Other \_\_\_\_\_ ALL  
\_\_\_\_\_ Furnished \_\_\_\_\_ Partial Furnished \_\_\_\_\_ Lease Required \_\_\_\_\_ Military Clause Honored (See instructions, para 1, SCRA 2003)

Restrictions (ex: CC&R's, HOA fees/info, no-smoking, etc.): \_\_\_\_\_

Lot Size \_\_\_\_\_ X \_\_\_\_\_ (optional) # Stories (1,2,3 ,split lev, etc) \_\_\_\_\_ Year Built (optional) \_\_\_\_\_

Structure: \_\_\_\_\_ Apartment \_\_\_\_\_ Condo \_\_\_\_\_ Duplex \_\_\_\_\_ Roommate \_\_\_\_\_ Single Family House  
\_\_\_\_\_ Townhouse \_\_\_\_\_ Mobile Home \_\_\_\_\_ LOT ONLY for Mobile Home \_\_\_\_\_ LOT ONLY for House

Exterior: \_\_\_\_\_ Block \_\_\_\_\_ Brick \_\_\_\_\_ Combo \_\_\_\_\_ Frame  
\_\_\_\_\_ Siding \_\_\_\_\_ Stucco \_\_\_\_\_ Stone \_\_\_\_\_ Vinyl \_\_\_\_\_ Other

Parking: (Indicate # of cars for) \_\_\_\_\_ Garage \_\_\_\_\_ Carport or Parking is: \_\_\_\_\_ Off-St \_\_\_\_\_ On-St \_\_\_\_\_ Designated Space

Schools: Elem. \_\_\_\_\_ Middle \_\_\_\_\_

High \_\_\_\_\_ Other \_\_\_\_\_

Property Complex or Gated Community Name (if applicable): \_\_\_\_\_

Miles to Base \_\_\_\_\_ and / or Minutes (Drive Time) to Base \_\_\_\_\_ Map Coord (Housing Office Use Only)  
X = \_\_\_\_\_ Y = \_\_\_\_\_

Additional Comments (Please include directions from nearest, major cross-streets): \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_ (from 1<sup>st</sup> pg)

**Please (X) each box that applies below (Property Amenities):** **THE TEXT/INFO IN THIS AREA CANNOT BE MODIFIED. TO INCLUDE ITEMS NOT ON THIS LIST, PLEASE ANNOTATE THE INFORMATION IN THE REMARKS SECTION OF ATTACHMENT - 1.**

| <i>APPLIANCES</i>                           | <i>FEATURES (Cont.)</i>             |
|---|-------------------------------------|
| Dishwasher                                  | Tennis Court                        |
| Dryer-Coin                                  | Utility Shed or Workshop            |
| Dryer-Electric                              | <b><i>FLOOR COVERING</i></b>        |
| Dryer-Gas                                   | Area Rugs                           |
| Garbage Disposal                            | Carpet – Wall to Wall               |
| Microwave oven                              | Ceramic, Porcelain or Similar Tile  |
| Oven-Electric                               | Hardwood Flooring                   |
| Oven-Gas                                    | Laminate (Wood or Tile type)        |
| Range Hood                                  | Other Floor Covering                |
| Refrigerator                                | <b><i>HEAT AND AIR</i></b>          |
| Stove-Electric                              | Baseboard Heating - Electric        |
| Stove-Gas                                   | Central A/C – Evaporative/Swamp     |
| Trash Compactor                             | Central A/C – Refrigerated Air      |
| Washer                                      | Central Forced Heat - Electric      |
| Washer/Dryer – <b>Hookups Only</b>          | Central Forced Heat - Gas           |
| <b><i>FEATURES</i></b>                      | Floor or Wall Furnace               |
| Automatic Garage Door/Opener                | <b><i>STRUCTURAL</i></b>            |
| Cable or Dish/Satellite Ready               | Attic                               |
| Carbon Monoxide Detector                    | Balconies                           |
| Cathedral Ceilings                          | Basement                            |
| Ceiling Fans                                | Carport                             |
| Club House                                  | Deck                                |
| Fenced or Walled Yard                       | Den                                 |
| Fire Extinguishers                          | Dining Area                         |
| Fireplace or Wood Burning Stove             | Dining Room                         |
| Garden Tub                                  | Family or Great Room                |
| Greenhouse                                  | Formal Living Room                  |
| Jacuzzi/Spa (Deck or Room)                  | Garage - Attached                   |
| Jacuzzi or Whirlpool Bathtub                | Garage - Detached                   |
| Recycling containers                        | Laundry or Utility Room             |
| RV Parking Pad                              | Optional Room (Office/Addit'l Bdrm) |
| Sauna                                       | Patio - Covered                     |
| Security System – <b>Wired Only</b>         | Patio - Uncovered                   |
| Security System Service – <b>Owner Pays</b> | Porch - On back or front            |
| Skylights                                   | Porch – Screened In                 |
| Smoke Detectors                             | Porch – Covered (Not Screened In)   |
| Swimming Pool                               | <b><i>WINDOW COVERINGS</i></b>      |
|   | All or Some Provided                |
|   | No Window Coverings Provided        |

**STOP! PLEASE DO NOT ADD ANY MORE INFO ON THIS SHEET! You may provide additional info on the previous page in the Comments section! Thank-you.**

**IF THIS IS A NEW LISTING – STOP HERE – DO NOT COMPLETE UPDATE SHEET**

## STOP!

1. If this is a **NEW Listing, DO NOT Complete this sheet** (We only need the 2-page listing application form – attachment 1 for NEW Listings)
2. Complete this sheet **(ONLY) when updating** (renewing) your existing listing.

### RENTAL/SALE UPDATE SHEET

**Listings will automatically inactivate or delete after 59 days UNLESS UPDATED (RENEWED) BY AGENT OR OWNER! Illegible or Incomplete forms may not be processed.**

Today's DATE \_\_\_\_\_

POINT OF CONTACT (Name): \_\_\_\_\_

P.O.C.'s Phone Number(s) HOME: \_\_\_\_\_ WORK / CELL: \_\_\_\_\_

**PROPERTY  
ADDRESS** \_\_\_\_\_

Street

City

State

ZipCode

**TYPE OF LISTING:** \_\_\_\_\_ Rental \_\_\_\_\_ Sale \_\_\_\_\_ Both **DATE AVAIL:** \_\_\_\_\_

**CURRENT RENT/SALE PRICE:** \$ \_\_\_\_\_

**CURRENT \*\*\* RENTAL DEPOSIT AMT:** \$ \_\_\_\_\_ (Deposit may not exceed 1-month's rent, for any lease 1-yr or less in length)

**\*\*\*NOTE: If you are changing a rent amount, please indicate the new deposit amount.**

**HOUSING DISCRIMINATION IS AGAINST THE LAW, THE FEDERAL FAIR HOUSING ACT IS LAW AND MAKES ILLEGAL ANY DISCRIMINATION IN THE SALE, LEASE OR RENTAL OF HOUSING BASED ON RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.**

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#### MAILING ADDRESS

377 MSG/CEH  
2050 Wyoming Blvd., SE  
Kirtland AFB, NM 87117-5663

PHONE (COM): 505-846-8217/7937  
PHONE (DSN): 246-8217/7937  
FAX (COM): 505-846-7976  
FAX (DSN): 246-7976  
EMAIL: 377 MSG/CEH  
Webmaster@kirtland.af.mil

# PHOTO-FLYER INFO SHEET

## RENTAL/SALES

The KAFB Housing Management & Referral Office will be happy to display photo-flyers of rental and/or sale properties listed in the HRO computer database. Photo-flyers will only be displayed if the owner or agent has created a listing by completing the listing form provided by this office. Photos will be removed when listings become inactive or are deleted (be sure to keep your listing updated). Photos are not returned to the owner. While listings are active, owners/agents may remove their own photo-flyer if they wish (please advise the HRO staff prior to removing from photo book(s)).

If you are updating an active listing and are making changes to a sales price or a rental amount, please include a new photo-flyer with the new prices/amounts and ask to have your old flyer removed.

The following items are **required** if you choose to have photos displayed:

- Photo(s) must be adhered to a standard size sheet of paper (8-1/2" x 11") which will fit into a clear document cover (cover provided by this office). A maximum of 2 document covers can be used (2-4 pages max). Plain white or colored paper, cardstock or computer graphics are all acceptable.
- NO FAXED PHOTOS will be accepted!
- All photo-flyers **must include the following information** (as a minimum):
  - **Property Address**
  - **For Rent or For Sale** (If listed for sale and for rent, please provide 2 flyers, 1 for each photo book).
  - **# Bedrooms** (must match the # identified on the listing form).
  - **Sale or Rental Price**
  - **Point of Contact (P.O.C.)'s Phone Number** (Name optional, except for licensed agents – must provide name/company)

Suggestions:

- You may use front and backsides of paper or provide 2 separate pages (we will display back to back in a single document cover). We will display up to 4-pages (2-document covers) for your photo flyer display.
- We suggest at least 2 good interior and 2 good exterior photos that "show" your property.
- You may include information on this photo-flyer that is not provided on the listing form.

**REMEMBER: It's your property. Marketing – Marketing – Marketing - is the key. Providing potential renters/buyers with a "visual" of your listing may help move your property faster and/or provide you more leads. If you need help with your photo-flyer, we may be able to help (depending on staffing and workload). *Good Luck with your listing.***

### MAILING ADDRESS

377 MSG/CEH  
2050 Wyoming Blvd., SE  
Kirtland AFB, NM 87117-5663

PHONE (COM): 505-846-8217/7937  
PHONE (DSN): 246-8217/7937  
FAX (COM): 505-846-7976  
FAX (DSN): 246-7976  
EMAIL: 377MSG/CEHWebmaster@kirtland.af.mil

**MILITARY CLAUSE,**  
**SERVICE MEMBERS CIVIL RELIEF ACT 2003, AND**  
**NM UNIFORM OWNER-RESIDENT RELATIONS ACT**  
**INFORMATION**

The Kirtland Air Force Base Housing Management and Referral Office recommends that all active duty military members request a military clause in any residential lease agreement longer than (30) days. The following example complies with Service Members Civil Relief Act (SCRA) of 2003 (mandated by federal law) and addresses the unique challenges faced by our military members and their families. We believe incorporating the clause below in residential rental agreements will significantly reduce landlord-tenant disputes in certain military deployment and relocation situations, thereby reducing administrative, financial and legal costs to both parties:

Military Clause: Resident may terminate this contract by giving a 30-day notice (prior to the next rent due date) and presenting any of the following:

- Permanent Change of Station (PCS) / Retirement / Separation Orders (Or Commander's Letter )
- Deployment Orders (Or Commander's Letter) *\*Deployment must be for 90-days or more\**
- Letter from proper base authority DIRECTING or ORDERING member to live on base (this does not cover voluntarily moving into Military Family Housing)

Exercise of this provision will **NOT** result in:

- Loss of the resident's rental deposit(s) or
- Repayment of any rental concession or incentive received by resident (except in resident's voluntary early termination, not associated with any of the above situations).
- Resident's obligation to pay an early termination fee (except in resident's voluntary early termination, not associated with any of the above situations).



Click on the helpful information links below:

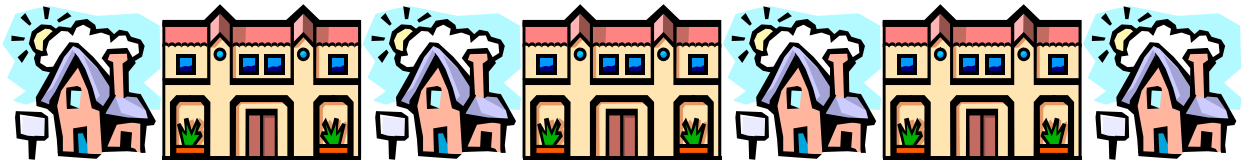
[SERVICE MEMBERS CIVIL RELIEF ACT 2003](#)  
[PUBLIC LAW 108-189 SCRA](#)  
and  
[Complete catalog of Public Laws—108<sup>th</sup> Congress](#)

[www.supremecourt.nm.org](http://www.supremecourt.nm.org)

Legal and Landlord-Tenant Forms

NM STATUTORY CHAPTERS:  
Chapter 47 – Property Law  
Article 8 – Owner Resident Relations Act





The fillable DD Form 1746 Application for Assignment to Housing (and instructions) are located on the following two pages.

If you should have any questions regarding this form, please contact us:

MAILING ADDRESS

377 MSG/CEH  
2050 Wyoming Blvd., SE  
Kirtland AFB, NM 87117-5663

PHONE (COM): 505-846-8217/7937  
PHONE (DSN): 246-8217/7937  
FAX (COM): 505-846-7976  
FAX (DSN): 246-7976  
EMAIL: 377 MSG/CE Housing Webmaster@kirtland.af.mil

## APPLICATION FOR ASSIGNMENT TO HOUSING

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5911 & 5912.  
**PRINCIPAL PURPOSE:** To identify customer needs for assistance and housing requirements.  
**ROUTINE USE:** None.  
**DISCLOSURE:** Voluntary; however, failure to provide the requested information will result in our inability to assist you.

### GENERAL INSTRUCTIONS

This form provides the Housing Office with information that will be used to provide you with military and/or community housing. **All items not listed are self-explanatory.** SECTION I (APPLICANT INFORMATION), SECTION II (MILITARY CAREER INFORMATION), SECTION III (DEPENDENT DATA), AND SECTION VI (HOUSING DATA) are to be completed by the applicant. Information on military spouses is now being requested for Basic Allowance for Quarters (BAQ) entitlement which must be included on your Military Pay Order that is forwarded to your respective financial center.

#### 1. TYPE SERVICE DESIRED

**Military Applicants:** If temporary community housing is desired while awaiting military housing, mark both boxes in Item 1, and answer all questions.

**Civilian Applicants:** Mark the box "Housing Referral" services in Item 1b, and answer all questions.

#### SECTION I - APPLICANT INFORMATION

##### 5. DOD COMPONENT

Army, Navy, Air Force, etc.

##### 6. ADDRESS

Enter complete current address (*street number and name, apartment number, city, state/country and the 9-digit ZIP code*).

##### 12. INSTALLATION/ORGANIZATION TRANSFERRED FROM

Enter the name of the installation you transferred from.

##### 13. INSTALLATION/ORGANIZATION TRANSFERRED TO

Enter the name of the installation to which you are applying for housing. Include the name of the Organization/Department you will be assigned to.

#### SECTION II - MILITARY CAREER INFORMATION

##### 14. DATES (*Military Applications/Military Spouse Only*)

Enter dates in order of YYMMDD. (*May 17, 1993, would be entered as 930517*).

- Enter the date your current rate/rank was effective.
- Enter your active duty service computation date.
- Enter the time (*in months*) that you have remaining on active duty.
- Enter the effective date you were dropped from accountability at your previous duty station and gained on the rolls at your new duty station for record purposes. For overseas assignment, enter your date of departure from CONUS.
- Enter your official report date (*from your PCS orders*).
- Enter your estimated arrival date.

#### SECTION III - DEPENDENT DATA

##### 15. DEPENDENTS RESIDING WITH ME

a. through d. List requested data for all authorized dependents who will be residing with you.

e. Provide the Housing Office with information regarding any handicapped dependent or special family health problems that might influence your preference for a particular type of housing; *i.e., single level vs. two story, ramps for wheelchairs, expected additions to family, etc.*

#### SECTION IV - HOUSING DATA

**16 - 21.** Self-explanatory.

##### 22. SIGNATURE

The applicant must sign the DD Form 1746.

##### 23. DATE SUBMITTED

Enter the date the application was submitted to the Housing Office.

#### SECTION V - DISPOSITION (*To be completed by the Housing Office*)

##### 24. MILITARY HOUSING

- Application Received.** Enter the year, month, day and time the application was received in the Housing Office.
- Application Effective.** Enter the date of change of duty station (*Line 14d*) or other date that will be the effective (*control*) date.
- DD Form 1747 Provided.** Enter the date that the DD Form 1747 was sent to the military applicant.
- Housing Availability.** Enter the item letter for the applicable box(es) marked under Item 4 of the DD Form 1747 returned to the applicant.
- Applicant Placed on Waiting List.** Enter the identification of the assignment waiting list(s) to which the applicant is placed.
- Effective Placement.** The effective date and time of the applicant's placement on the list(s).
- Bedrooms Requirement.** Enter the number of bedrooms required, based on dependent data in Item 15.
- Date Unit Assigned.** Enter the date the unit was assigned.



# Kirtland AFB Housing Management and Referral Information

COMMERCIAL: (505) 846-8217/DSN: 246-8217

FAX: (505) 846-7976/DSN: 246-7976

**QUARTER: OCTOBER – DECEMBER 2004**

## LOCATION:

377 MSG/CEH (Kirtland AFB Housing Mgmt and Referral)  
1451 4<sup>TH</sup> ST SE (Consolidated Support Building, Rm 119)  
KAFB, NM 87117-5521

## MAILING ADDRESS

377 MSG/CEH  
2050 WYOMING BLVD SE  
KAFB, NM 87117-5663

### 1. FAMILY HOUSING ON KIRTLAND AFB IS PRIVATELY OWNED AND OPERATED BY KIRTLAND FAMILY HOUSING (KFH), LLC.

KFH is comprised of Hunt Development and EPT Property Management. All active duty military members MUST first report to the Kirtland Housing Management and Referral Office (HMRO), prior to engaging in any rental or lease agreement in privatized (on-base) or community (off-base) housing. The HMRO is the government side of housing and is located in the Consolidated Support Bldg #20245 - Rm 119. As a result of privatization and current excess housing, unaccompanied members grade E5 and above may apply to reside in privatized (on-base) housing. Unaccompanied members below grade E5 must report to the Dorm Manager (853-5479) for housing assistance. For further assistance, please call the HMRO at 505-846-8217, DSN 246.

2. Please visit our 'Housing Information' link at <http://www.kirtland.af.mil/> to view demolition and construction schedules for the new villages (Phase 1 and 2 near completion). You may also check your status on the military family housing waiting list or view community rental and sale properties on this site. Per KFH, LLC currently, the APPROXIMATE waiting time after arrival (for privatized housing) is 5-7 business DAYS for all grade/bedroom category units (WAITING TIMES SUBJECT TO CHANGE – ALWAYS CHECK YOUR PERSONAL STATUS UPON ARRIVAL).

MAXWELL housing area is now designated "All Ranks" housing.

| GRADE   | 2-BDRM / SQ FT   | 3-BDRM / SQ FT    | 4-BDRM / SQ FT    |
|---------|------------------|-------------------|-------------------|
| E1 – E6 | 793 – 1124 sq ft | 897 – 1427 sq ft  | 1164 – 1563 sq ft |
| E7 – E9 | N/A              | 1250 – 1550 sq ft | 1250 – 1563 sq ft |
| 01 – 03 | 1124 sq ft       | 1250 – 1452 sq ft | 1250 – 1683 sq ft |
| 04 – 05 | N/A              | 1400 sq ft        | 1400 sq ft        |
| 06      | N/A              | 1800 sq ft        | 2100 sq ft        |

### 3. OTHER RENTAL INFORMATION (for privatized and community housing):

|   |  |
|---|--|
| <p>a. <b>PRIVATIZED (ON BASE):</b> Currently there is a maximum 2 "walking" pet limit. Some dog breeds are restricted from the installation. For more information on pet policies in privatized housing, please visit <a href="http://www.kirtland.af.mil/">http://www.kirtland.af.mil/</a>, click on 'Housing Information', then 'About Us'.</p> <p><b>ALL PETS MUST BE REGISTERED WITH THE BASE VETERINARY CLINIC AND THE PRIVATE CONTRACTOR, KIRTLAND FAMILY HOUSING, LLC.</b></p> <p>KFH, LLC may be contacted at 505-232-2049.</p> | <p>b. <b>OFF-BASE RENTAL INFORMATION:</b></p> <ul style="list-style-type: none"><li>Plan on a minimum of 1-2 weeks to locate and move into an apt or rental home and remember to inquire about specific pet policies, since many may not allow pets or may have size and/or type restrictions.</li><li>Active Duty Military members are advised to request a military clause in any lease agreement longer than (30) days. The following example complies with the <b>Service Members Civil Relief Act (SCRA) of 2003</b> (mandated by federal law) and addresses the unique challenges faced by our military members and their families. We believe incorporating the clause below in residential rental agreements will significantly reduce landlord-tenant disputes in certain military deployment and relocation situations, thereby reducing administrative, financial and legal cost to both parties:</li></ul> <p><b>MILITARY CLAUSE:</b> Resident may terminate this contract by giving a 30-day written notice (prior to the next rent due date) and presenting any of the following:</p> <ul style="list-style-type: none"><li>Permanent Change of Station (PCS) / Retirement / Separation Orders (Or Commander's Letter)</li><li>Deployment Orders (Or Commander's Letter) <i>*Deployments must be for 90-days or more*</i></li><li>Letter from proper base authority DIRECTING tenant to live on base (<i>this does not cover voluntarily moving into Military Family Housing</i>)</li></ul> <p>Exercise of this provision will <b>NOT</b> result in:</p> <ul style="list-style-type: none"><li>Loss of the resident's rental deposit(s) or</li><li>Repayment of any rental concession received by resident (except in resident's voluntary early termination, not associated with any of the above situations).</li><li>Resident's obligation to pay an early termination fee (except in resident's voluntary early termination, not associated with any of the above situations).</li></ul> |
|---|--|

4. Currently the availability of rental homes in the Albuquerque Metropolitan and surrounding areas is good; the price range and average cost of off-base rental homes (includes single-family homes, condos and townhomes) [ref: KAFB Housing Referral Rental Listings, report updated 30 Sep 04] is:

| Unit Type              | Avg Rent Per Month | Avg Sq. Ft. (+/-) |
|------------------------|--------------------|-------------------|
| 2 Bedrooms             | \$928              | 1204              |
| 3 Bedrooms             | \$1098             | 1675              |
| 4 Bedrooms             | \$1308             | 2181              |
| 5 Bedrooms (Limited #) | \$1600             | 2400              |

5. Based on Apartment Association of New Mexico (AANM) Comprehensive Apt Market Survey, the average **OCCUPANCY** rate for apartment communities for the **2nd quarter (2004)** was **91.5%**, with the following average monthly rent amounts (excluding utilities):

| Unit       | Avg Rent | High Rent | Avg Rent Per Sq Ft |
|------------|----------|-----------|--------------------|
| Efficiency | \$419    | \$579     | .97                |
| 1Bd 1Ba    | \$532    | \$779     | .80                |
| 2Bd 1Ba    | \$598    | \$883     | .70                |
| 2Bd 2Ba    | \$702    | \$1189    | .71                |
| 3Bd apt    | \$848    | \$1200    | .70                |

6. Currently the availability of homes for sale is very good. The **average sale price** for Class R1 (Existing Single-Family Detached) and Class R2 (Existing Condo/Townhome Attached) Homes [ref: Albuquerque Metropolitan Board of Realtors and Southwest Multiple Listing Service, Metropolitan Albuquerque Housing Trends: **August 2004 stats**]:

| Month / Year | Avg Sale Price (Class R1) | Avg Sale Price (Class R2) |
|--------------|---------------------------|---------------------------|
| August 2004  | \$186,095                 | \$124,861                 |

7. The KAFB Housing Management and Referral Office has off-base rental and sale listings provided by area realtors or owners wishing to rent or sell residential property in the Albuquerque Metropolitan and surrounding areas.

8. **BAH 2004 RATES KIRTLAND AFB - Check DFAS and Per Diem Websites for possible changes/updates.**

<http://www.dfas.mil/money/milpay/pay> <http://www.dtic.mil/perdiem/>

| GRADE | W-DEP  | W/O DEP | GRADE | W-DEP  | W/O DEP |
|-------|--------|---------|-------|--------|---------|
| 07    | \$1463 | \$1244  | E9    | \$1254 | \$995   |
| 06    | \$1446 | \$1219  | E8    | \$1182 | \$947   |
| 05    | \$1434 | \$1164  | E7    | \$1123 | \$811   |
| 04    | \$1345 | \$1129  | E6    | \$1069 | \$705   |
| 03    | \$1217 | \$1015  | E5    | \$918  | \$638   |
| 02    | \$1066 | \$878   | E4    | \$803  | \$554   |
| 01    | \$935  | \$689   | E3    | \$803  | \$554   |
| O3E   | \$1275 | \$1069  | E2    | \$803  | \$554   |
| O2E   | \$1208 | \$984   | E1    | \$803  | \$554   |
| O1E   | \$1135 | \$918   |       |        |         |

9. **SCHOOLS:** The school your children will attend depends on where you will reside. You may view APS information on-line at <http://www.aps.edu> or contact: **APS Community Relations Office** – (505) 842-3606, **6400 Uptown Blvd, Suite 490-West**, Albuquerque, NM 87110. Kirtland's HMRO and Family Support Center also has APS packets that can be picked up or mailed, upon request.

**10. LODGING OFFICE:** (505) 846-9653/52 DSN (246) Website address: <http://www.afsv.af.mil/LD/KIRTLAND.htm>

The following information was provided by Kirtland Inn on **30 Sep 04** and assumed current. New rates effective 1 Oct 04.

Rates: VOQ = \$34.50 per night VAQ = \$29.00 per night TLF = \$38.50 per night

PCS and TDY reservations - confirmed at time reservations are made (credit card required). Reservations can be taken up to 30-days in advance for Space-A, depending on occupancy percentage for the days requested. If travelling with pets, make boarding arrangements prior to arrival since pets are not allowed in base lodging facilities. The lodging office has a list of boarding facilities in the community area. Maximum TLF stay is 30 days for those in PCS status, or 3-days for guests in a space-available basis (TDY/PCS guests should contact Finance at 846-8045 (DSN 246) for any reimbursement/entitlement questions. Please verify all information prior to arrival.

# **11. Other Information (Websites and Phone #'s)**

AIR FORCE WEBSITE: <http://www.afcrossroads.com> KIRTLAND HOME PAGE: <http://www.kirtland.af.mil>

FAMILY SUPPORT CTR: (505) 846-0741 (DSN 246) Call ahead for information about **FREE Child Care available for PCS arrivals and departures, sponsored by Air Force Aid Society (AFAS)**, as well as other family support programs.

KAFB LEGAL OFFICE: 505-846-4217 (dsn 246) <http://www.kirtland.af.mil> (click on Organizations, 377 ABW, Staff JAG)

STATE MOTOR VEHICLE DEPARTMENT: 1-888-683-4636 Satellite location on KAFB: (505) 846-8390 (dsn 246)

PASS & ID: (505) 846-6429 (dsn 246) <http://www.kirtland.af.mil> (click on Base Info, Arrival/Newcomers, scroll to P & R)

REGIONAL VA OFFICE: 1-800-827-1000, 500 Gold Ave SW, Albuquerque, NM 87102 Website address: <http://www.va.gov>

CITY OF ALBUQUERQUE : <http://www.cabq.gov> (505) 768-2000 For crime stats/maps choose 'Police' under **Most Poupular**, or call 505-256-2050

**OTHER WEBSITES FOR REAL ESTATE INFO (RENTAL/SALES LISTINGS)** (Not affiliated with Kirtland AFB):

<http://www.nmrents.com> <http://www.apartmentguide.com> <http://www.forrent.com> [www.http://www.yahoo.com](http://www.yahoo.com) (real estate)

ALBUQUERQUE BOARD OF REALTORS: (505) 842-1433 Website address: <http://www.ambr.org> (click on AMBR, then Housing Stats)

SOUTHWEST MULTIPLE LISTING SERVICE (SWMLS): (505) 842-1433 Website address: <http://www.swmls.com> (click on Public Site, then prop search)

ALBUQUERQUE JOURNAL: (Real Estate Classifieds) Website address: <http://www.abqjournal.com> (click on real estate, then real estate classified ads)